

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



CLOSING DATE : 22 July 2022 at 16H00

NOTE : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

OTHER POSTS

POST 25/104 : **DEPUTY DIRECTOR: ACQUISITIONS (REAL ESTATE MANAGEMENT SERVICES) REF NO: 2022/238**

SALARY : R882 042 per annum, (all-inclusive salary package)

CENTRE : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Real Estate Management, property management, financial management, Management sciences or law, with

relevant experience in the property management, willingness to travel, Valid unendorsed drivers licence, Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, GIAMA, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, State Land Disposal Act, Procurement directives and procedures. Government Budget procedures. Skills: Computer Literacy, Time management, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy, Problem solving, Facilitation skills, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.

DUTIES : Verify confirmation of funds from client departments. Make findings regarding offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirements of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Provide inputs on the functional negotiation processes. Ensure lease agreements are within industry trends. Ensure optimal procurement practices are followed for all properties. Conduct component's monthly report meetings. Administrate employment related processes and staff reports of the section. Compile budget and expenditure reports.

ENQUIRIES APPLICATIONS : Ms. P Penxa Tel No: (021) 402 2102
: Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION : Ms. C Rossouw

POST 25/105 : **ASSISTANT DIRECTOR: PROPERTY ACQUISITIONS AND LEASE MANAGEMENT REF NO: 2022/239**

SALARY CENTRE REQUIREMENTS : R477 090 per annum
: Cape Town Regional Office
: A three year tertiary qualification (NQF Level 6) in property management, financial management, Management sciences or legal studies, with relevant experience in the property management and valid unendorsed drivers license. Knowledge of procurement policies and directives, Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, State Land Disposal Act, Government Budget procedures. Skills: Computer Literacy, Time management, People management, Negotiation skills, Presentation skills, Report writing skills, Planning and organising, Problem solving, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.

DUTIES : Update the Property Management Information and Archibus Systems. Administer lease portfolios and lease agreements. Verify confirmation of funds from client departments. Manage procurement process for office accommodation. Support the inspection and selection of suitable accommodation according to the requirements of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Support the financial administrative processes of the section. Provide inputs on the functional negotiation processes. Ensure lease agreements are within industry trends. Ensure optimal procurement practices are followed for all properties.

ENQUIRIES APPLICATIONS : D Gqibela, Tel No: (021) 402 2315
: Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION : Ms. C Rossouw

<u>POST 25/106</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY DISPOSALS REF NO: 2022/240</u>
<u>SALARY</u>	:	R382 242 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENT</u>	:	A three year tertiary qualification (NQF Level 6) in Real Estate Management or related field. Relevant experience in the field. Knowledge: Knowledge in Public Finance Management Act. Financial administration. Procurement directives and procedures. Programme and Project Planning. Market research. Property economics. Reporting procedures. GIAMA, Disposal Act and BBBEE. Treasury Regulations. The PIE Act and the Squatters Act. Skill: Report writing skills. Accounts and numeric skills. Analytical thinking skills. Communication skills. Interpersonal skills. Problem solving skills. Organising and planning skills.
<u>DUTIES</u>	:	Develop, implement and maintain property management policies, procedures, and strategies. Ensure compliance with related prescripts, delegations and procedures. Communicate all property management policies and procedures to relevant stakeholders. Conduct effective administration of state owned properties occupied by private tenants and user departments. Conclude a lease agreement and rental negotiations in order to create lease obligations between the tenant and the landlord so as to minimize contractual disputes at any stage of the contract. Conduct regular property ownership verifications. Conduct effective administration of vacant surplus properties for revenue generation purposes. Market and advertise vacant surplus properties in order to attract a large pool of potential tenants and minimize vacancies. Contribute towards enhancing effective and efficient state property management. Develop and implement appropriate tools to collect rental payable to the state. Ensure correct billing on state properties and accurate letting out market value. Ensure existence of remedial steps to collect revenue in case of non-payment. Regularly review and monitor arrear rentals in order to mitigate against non-payment of rental. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work.
<u>ENQUIRIES</u>	:	M Mudau Tel No: 011 713 6251
<u>APPLICATIONS</u>	:	Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.
<u>FOR ATTENTION</u>	:	Mr. M Mudau
<u>POST 25/107</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LEASING AND ACQUISITION REF NO: 2022/241</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Property Management/Real Estate/ Property Law, Financial Management, Accounting, Internal Auditing plus extensive experience in acquisitions of Property or rights in fixed property and property administration. Computer literacy. Knowledge and understanding of government procurement 75 processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of Acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid Drivers' license is a must have. Willingness to travel extensively.
<u>DUTIES</u>	:	Procure leased fixed properties or rights in fixed properties to be utilized by client Departments. Keep track of the property market and its trends. Negotiate property Purchase View Tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease Agreements. Do site inspections to ensure optimal utilization of leased buildings. Manage lease Renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative.
<u>ENQUIRIES</u>	:	Mr. L Nelwamondo Tel No: (011) 713 6218

APPLICATIONS : Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr. M Mudau

POST 25/108 : **SENIOR STATE ACCOUNTANT: PROJECT BUDGET ADMINISTRATION REF NO: 2022/242**
(24 Months Contract)

SALARY : R321 543 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Administration or related tertiary qualification and relevant experience. Knowledge of Works Control System (WCS), Public Finance Management Act (PFMA), Treasury Regulations, financial management and administration, state budgetary systems, business, financial and accounting systems. Numeracy and accounting, organising, interpersonal skills, diplomacy, ability to follow a pro-active and creative problem solving approach, communication skills, computer literacy. Innovative, creative, trustworthy, hardworking, self-motivated, ability to work under pressure, analytical thinking, facilitation, research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES : Provide administrative support to control, monitor and report on the Capital Works and Repair and Refurbishment budgets. Compile authorisation documents and update the Work Control System (WCS). Determine the availability of funds within the respective allocations. Monitor building programme for WCS integrity. Conduct administrative support functions according to the office work plan. Provide support with the compilation and submission of budget inputs. Liaise with project managers on budget related issues. Liaise with PBA HO for requesting of additional funds. Assist with compilation and submission of budget input to respective Managers. Analyse and monitor expenditure levels to ensure optimal expenditure. Monitor cash flow and expenditure. Prepare monthly expenditure report.

ENQUIRIES : Ms. M Wiese Tel No: (053) 838 5253
APPLICATION : Kimberly Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms. NJL Hlongwane

POST 25/109 : **ARTISAN FOREMAN: ELECTRICAL REF NO: 2022/243**
(Re-Advert)

SALARY : R308 826 per annum, (OSD)
CENTRE : Durban Regional Office
REQUIREMENTS : A completed Apprenticeship as Electrical competent person and proof of passing a trade test in terms of the Provisions of Section 12 (2) (h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed supervisor section 27 of the of the Act. Recommendations: NTC1 with 10 years as a supervisor, NTC2 with 8 years as a supervisor, NTC3 with 6 years as a supervisor or National Diploma (T/N streams) with 2 years as a supervisor. Knowledge of the OHS Act and practices. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. A valid driver's license. Candidate must have extensive experience in the building and related operations, including repairs, new installations and maintenance in general.

DUTIES : Supervision and evaluation of personnel. Supervise equipment, tools and machinery generally used in a technical and maintenance environment. Compilation of reports, records and material lists. Manage repairs and maintenance costs. Liaise with clients and other government departments. Supervise preventative maintenance services on infrastructure on government buildings. Supervision of capital projects.

ENQUIRIES : Mr MM Zuma Tel No: 072 406 5212

APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 25/110 : **STATE ACCOUNTANT (RING-FENCED FOR PEOPLE WITH DISABILITIES) REF NO: 2022/244**

SALARY : R261 372 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary (NQF Level 6) in Accounting or Auditing or Financial Management and related work experience. Knowledge, Skills: Knowledge of government systems. Knowledge and competencies of BAS, PERSAL and any other accounting systems. Knowledge of WCS, PMIS and SAGE will be an added advantage. Knowledge of PFMA, National Treasury Regulations, procurement policies & MTEF. Knowledge & experience in budgeting will be an added advantage. Knowledge and experience in auditing will be an added advantage. Good verbal and written communication skills. Organisational ability and good decision making skills. Have the ability to work under pressure. Computer skills with proficiency in MS packages.

DUTIES : Control, manage and execute timely payment of all invoices/statements in compliance to PFMA & National Treasury Regulations. Safe keeping of all accounting documents/files/reports. Prepare monthly reconciliation of Business Systems (PMIS/SAGE/PERSAL/SAGE/LOGIS/BAS). Render support and assist in controlling and maintaining suspense accounts on a monthly basis. Prepare and analyse reports. Budget preparation and support. Manage and control payroll for the Regional Office. Compilation of workbooks for financial statements inputs in accordance in GRAP.

ENQUIRIES : Ms. D Mngoma Tel No: (031) 314 7018/ Ms BV Ngubane Tel No: (031) 314 7063
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 25/111 : **ADMINISTRATION OFFICER: SCM ACQUISITIONS REF NO: 2022/245**

SALARY : R261 372 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Procurement / Public Management or Administration/ Logistics or equivalent qualification with relevant extensive experience in Acquisitions Management. Knowledge of Government procurement procedures and regulations. Knowledge of procurement systems, Archibus system, tender and quotation procedures, Supply Chain Management practice notes, PFMA, PPPFA, Treasury Regulations, B-BBEE, CIDB, Constitution of South Africa Act and Procurement delegations. High level of computer literacy, interpersonal, co-ordinating and organizing skills, confidentiality and reliability, ability to work under tight deadlines and pressure. Good communication skills (verbal and written).

DUTIES : The successful candidate will be performing the following duties: Implement Supply Chain Management policy and ensure that all procurement of goods or services is in accordance with relevant delegations and directives, Review Specifications and Terms of Reference (TOR) received, and Bid Registers, invite tenders and update the tender register, ensure compliance with SCM legislation and policies, Perform and facilitate all tender/ quotations administration transactions. Compile accurate minutes of the proceedings of Bid Committee meetings. Ensure advertising of bids on the Government Tender Bulletin and other relevant media, organizing briefing sessions, administer opening and closing of bid and quotation box, accurate recording of bids received and render secretariat services to the Bid Committees (RBSC, RBEC and RBAC) Maintain electronic and manual filing of bid documents, Monitor the validity of bids until award stage. Prepare scoring model/ tender

recommendations. Ensure that tender/ quotation documents comply with standard operating procedures (SOP). Keep correct records on SCM committee decisions in a form of minutes. Provide information for quarterly and annual reports. Provide information on Audit queries. Review receipting of goods and services rendered. Assist Head of the Unit with all Procurement related functions and also perform any other duties in relation to the implementation of SCM policies.

**ENQUIRIES
APPLICATIONS**

: Mr. K.B.S. Shezi Tel No: (015) 293 8049
: Polokwane Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane, 0699.

FOR ATTENTION

: Mr. NJ Khotsa

POST 25/112

: **ADMIN OFFICER: ACQUISITIONS MANAGEMENT REF NO: 2022/246**
(24 Months Contract)

**SALARY
CENTRE
REQUIREMENTS**

: R261 372 per annum
: Kimberly Regional Office
: A three year tertiary (NQF Level 6) in Property Administration or related qualifications and relevant experience in Property Administration. Knowledge of Property Administration Processes, Contract Administration and office administration. With Knowledge of Property Management Policies and related Acts. Public Financial Management Act. Treasury Regulations. Supply Chain Management Framework. Preferential Procurement Policy Framework Act. Procurement principles, directives and procedures. Property Management delegations, directives and procedures. Knowledge of Property Market trends/ market related rentals etc. Report writing, numeracy, Computer literacy, organisation and planning skills. Programme and project management. Relationship management. Interpersonal and diplomacy skills. Problem solving skills. Decision making skills. Motivational skills. Conflict resolution. Negotiation skills solution orientated. Ability to communicate at all levels. People orientated, innovative, creative, analytical thinking, punctual, precise (accurate), trustworthy (credibility). Self-motivated & hard-working. Loyal to Clients, Ability to work under pressure. Willing to adapt to work schedule in accordance with office requirements. Valid driving license.

DUTIES

: Effective administration and management support on acquisition (leasing) of fixed properties. Liaise with client departments regarding new acquisition or renewal of leases. Prepare letter of acceptance and offers. Obtain files and draft memorandums to Management. Draft letters to Clients informing them of expiring and expired leases. Receive all correspondence and queries related to leasing / acquisitions. Liaison with all sections and unit components. Compile draft reports for submission to HO, external Clients, Client Departments / Landlords. Ensure Landlords fulfil the obligations of the contracts. Check correctness of procurement submissions in terms of general quality, delegations, Procurement Policies, BBBEE Strategy & PFMA and ensure compliance. Advise Finance Section in respect of changes on all systems. Promote awareness and monitor implementation of procurement principles and processes within the specific Leasing context. Devise and maintain Leasing Procurement Forms on the Procurement Toolkit. Administer the process of obtaining approval of submissions including additional inputs to the contents. Provide guidance and support on acquisition of fixed properties. Assist with specific projects on property acquisition/ lease renewals. Conduct and arrange regular inspections on leased properties, draft reports for management. Ensure correct rental is paid to Landlords on monthly bases. Perform monthly recons for leased properties. Attend client forum meetings. Maintain leasing database and ensure the system is updated regularly. Willingness to work long hours.

**ENQUIRIES
APPLICATIONS**

: Mr. M Machi Tel No: (053) 838 5222
: Kimberly Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION

: Ms. NJL Hlongwane

POST 25/113 : **ADMIN OFFICER: UTILISATION AND CONTRACTS REF NO: 2022/247**
(24 Months Contract)

SALARY : R261 372 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Real Estate Management or related qualification and relevant experience in the field. Public Finance Management Act, Financial administration, procurement directives and procedures, programme and project planning, market research, property economics, reporting procedures, GIAMA, Property Law, BBBEE, Treasury Regulations, conveyancing and registration of rights in property. The PIE Act. Knowledge; Procurement directives and procedures; contract management, administrative procedures, financial administration Skills; Report writing, accounts and numeric skills, analytical thinking, communication skills, Interpersonal skills, problem solving skills and organising and planning. Goal and solution orientated, assertiveness, people and client orientated, innovative, ability to work under stressful conditions, hardworking, ability to communicate at all levels. Ability to adapt in accordance to office requirements. Valid driving license.

DUTIES : Provide administration support to achieve an optimal utilisation of state properties through allocation, letting out and disposing. Administer cost determinations and verifications. Report on unlawful occupations and facilitate the clearing of state land. Introduce available properties to potential clients. Liaise with clients to determine their property-related requirements or specifications and reserve properties according to client requirements. Maintain the Property Management Information System. Provide administrative support on property related contracts and agreements. Undertake tenant verifications. Conduct the drafting and conclusion of contracts and agreements. Facilitate the implementation of the conditions of lease agreements, particularly with regard to contract milestones. Prepare contract change notices. Maintain a file for each contract that includes original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules. Prepare write off submissions. Investigate the utilisation potential of state properties. Undertake site visits and basic conditions surveys to determine utilisation potentials. Assess the provisions of and remove restrictive conditions from title deeds regarding the utilisation of state properties. Administrate the rezoning of properties. Lodge complaints against municipal valuation notices. Liaise with local authorities regarding the provision of services prior to the disposal of state properties. Administrate the transfer of sold properties. Process the registration of servitudes over state owned land. Prepare and disseminate information to appropriate employees regarding contract status. Facilitate meetings with relevant role-players. Prepare all documentation to resolve disputes. Monitor the communication and administer the flow of information and documents in the office. Effective management of letting-out portfolio. Extensive and regular traveling for site inspections and tenant verification. Willingness to work long hours.

ENQUIRIES : Mr. M Machi Tel No: 053 838 5222
APPLICATIONS : Kimberly Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms. NJL Hlongwane

POST 25/114 : **ARTISAN (PAINTER): WORKSHOP REF NO: 2022/248**

SALARY : R193 512 per annum (OSD)
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : Appropriate Trade Test Certificate and appropriate experience. Driver's license will be an advantage.

DUTIES : Inspect equipment to establish faults; scrutinize surfaces to determine the extent of work to be done. Maintain buildings by doing painting work. Erect and check scaffolding for safety. Prepare walls and other surfaces for painting. Fill 84 cracks

and holes with appropriate material. Mix materials to come up with the right color. Paint surfaces following instruction. Apply vanish on surfaces. Adhere to safety precautions as legislated. Perform other duties as may be required by the supervisor.

ENQUIRIES : Mr. Z Mashiyane Tel No: (041) 4082194
APPLICATIONS : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works Private Bag X3913, North End, Port Elizabeth 6056.
FOR ATTENTION : Ms. S Mafanya

POST 25/115 : **REGISTRY CLERK: HUMAN RESOURCE ADMINISTRATION REF NO: 2022/249**

SALARY : R176 310 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent with appropriate experience in HR Registry. Knowledge of National Archives and Records Services of South African Act 43 of 1996 as amended. Computer literacy is also essential. Ability to identify and arrange different types of files. Ability to work under pressure and take initiative. Proven communication, organizing and interpersonal skills.

DUTIES : Maintain the filing system and records. Manage archive documents. Keep file index up to date. Control schedules, control and protect records. Manage the flow of files and records, search and trace files and manage sensitive documentation. Render administrative support. Manage the distribution of documents.

ENQUIRIES : Mr. MC Mogale Tel No: (012) 406 1781

POST 25/116 : **SECRETARY REF NO: 2022/250**
(24 Months Contract)

SALARY : R176 310 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification and relevant experience. Wild range of office management and administrative tasks. Good telephone etiquette. Demonstrative computer literacy. Relevant legislation. Basic financial administration. Advanced communication (verbal and written). Sound organization skills. Good people skills. Language skills. Ability to communicate well with people at deferent levels. Basic numeracy. Interpersonal skills. Office administration and organizational skills. Planning and organizing. Ability to research. Ability to act with tact and discretion. People orientated.

DUTIES : Provides a secretarial support service to the Regional Manager. Receives telephone calls in addition to the calls for the senior manager and transfer calls to the relevant offices. Ensure that office equipment are in good working order. Record the engagements of the senior manager. Compiles realistic schedule of appointments. Ensure effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Responds to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested by the manager. Manage the leave register and telephone accounts for the unit. Provides support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decision and communicates to relevant role-players, follow-up on progress made. Coordinates logistical arrangement for meetings when required.

ENQUIRIES : Ms C Jacobs Tel No: 053 838 5257

DUTIES : Kimberly Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms. NJL Hlongwane

POST 25/117 : **REGISTRY CLERK: HRM REF NO: 2022/251**
(24 Months Contract)

SALARY : R176 310 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 with appropriate experience. Knowledge of the National Archives and Records of South Africa Act, No 43 of 1996 and Information Act (PAIA), as amended. Knowledge of disposal of records. Computer literacy. Ability to identify and arrange different types of records. Customer care and client orientation skills. Ability to work under pressure and take initiatives. Proven communication, organizing and interpersonal skills.

DUTIES : Keep registers, eg for stamps, registered mail, certified mail and others. Keep the file index up to date and maintain files. Administer the flow of files, records, track, trace files, filling of documents and manage sensitive documentation. Receive, sort or prepare incoming or outgoing mail within the unit.

ENQUIRIES : Ms D Mashapa Tel No: 053 838 5290
APPLICATIONS : Kimberly Regional Office Applications The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms. NJL Hlongwane

POST 25/118 : **CLERK: ACQUISITIONS REF NO: 2022/252**
(24 Months Contract)

SALARY : R176 310 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification; Appropriate experience in leasing, property administration. Financial administration, Contract management, acquisition of property rights; Knowledge; Procurement directives and procedures; administrative procedures. Skills; Numeracy, communication, computer literacy, planning and organising, interpersonal skills, general office administration, facilitation, report writing, analytical thinking. Personal Attributes. Hard working, self-motivated, creative, ability to work under pressure, people orientated, language proficiency, trust worthy, solution orientated.

DUTIES : Provide administrative support with the acquisition of new leases or renewals of the existing leases, termination of leases and audit queries. Prepare and arrange Lease Agreements for signature. Sending of original signed lease agreement to Client Departments and Landlords. Prepare letter of termination to clients, Landlords and Property Payments. Arrange with Registry for opening and closing of files. Receive all correspondence and queries related to leasing / acquisitions. Ensure that all copies of Lease Agreements are scanned, labelled properly and filled. Facilitate all travelling arrangements of the entire Directorate when required. Compile draft reports for submission to HO, external Clients, Client Departments / Landlords. Interact with above in relation to all enquiries to the leasing / acquisitions section. Arrange or conduct site inspections meetings with landlords and client departments. Consolidate and compile reports regarding client inquiries and the provision of procurement of accommodation. Provide support to the Line Manager regarding all leasing / acquisitions related matters. Liaison with all sections and unit components. Assist in performing monthly recons for leased properties. Attend client forum meetings and take minutes. Maintain leasing database and ensure the system is updated regularly. Ensure all leasing files are regularly updates and neat. Willingness to work long hours.

ENQUIRIES : Mr M Machi Tel No: (053) 838 5222
APPLICATIONS : Kimberly Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms. NJL Hlongwane

POST 25/119 : **SCM CLERK: ACQUISITIONS REF NO: 2022/253 (X4 POSTS)**
(24 Months Contract)

SALARY : R176 310 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification and relevant experience. Knowledge of procurement-related legislation, including. Public Finance Management Act; Framework for Supply Chain Management. Code of Conduct for Supply Chain Management Practitioners. Preferential Procurement Policy Framework Act. Public Service Act; and Public Service Regulations. Knowledge and understanding of government procurement systems and processes. Communication skills(Verbal and writing), Numeracy, Computer literacy, interpersonal skills, innovative, resourceful, people orientated, assertive, hard-working, self-motivated. Willing to adapt work schedule in accordance with professional requirements.

DUTIES : The provision of support to the administration of requests for quotations (RFQ) and Tenders. Assist with the invitation of quotations and closing of tenders. Receive, check and capture quotations responses and handover to evaluator for evaluation. Assist with pre-screening of received documents and the responsiveness criteria. Assist with the scheduling of jobs on applicable procurement system. File and keep proper records. Assist with inputs for compiling reports.

ENQUIRIES : Ms. W Khumalo Tel No: (053) 838 5359
APPLICATIONS : Kimberly Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms. NJL Hlongwane

POST 25/120 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2022/254**

SALARY : R176 310 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification with relevant experience in Provisioning and Logistics. Tertiary qualification in Provisioning, SCM, Public Administration or related qualification. Knowledge, Skill: Knowledge of the LOGIS system, Computer Literacy Competencies: Ability to accurately capture data, Communication and interpersonal relations skills.

DUTIES : Capture requests for the procurement of good and services LOGIS system: Capture requests for goods and services, place orders with suppliers, address general enquiries on LOGIS. Provide support with the provisioning of goods and services: Receive and issue stock, issue stationary to users, replenish stock items, change item classes. Maintain stock levels on the LOGIS system: Monitor stock levels, maintain serial information for items, keep track of inventories and inventory controllers. Provide administrative support with regard to the resolution of audit queries: Gather information to resolve audit queries.

ENQUIRIES : Mr. BH Khanyeza Tel No: (031) 314 7038
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 25/121 : **ADMIN CLERK: WORKS MANAGEMENT (RING-FENCED FOR PEOPLE WITH DISABILITIES) REF NO: 2022/255**

SALARY : R176 310 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A senior certificate/Grade 12 qualification with extensive working experience, a high level of computer literacy, including experience in Microsoft packages. Good verbal and written communication skills. Basic knowledge of treasury regulations and financial management, report writing and submissions. Sound analytical and

problem-solving skills, an understanding of the PFMA, ability to work under pressure. Good interpersonal relations skills and telephone etiquette.

DUTIES : Compile, register, develop and write reports for the Works Management Section. Register and distribute callouts to the relevant works managers. Record quotations and invoices for Works Managers. Print, submit and collect photocopies and documentation to and from the registry and tender section. Fax and phone to confirm all suppliers' orders for works management. Create a filing system for all correspondence and tender documentation. Arrange meetings and take minutes of all sectional meetings. Liaise with Chief Works Managers and Clients (external and internal). Provide admin support for Works Managers and technical functions. Capture requisitions on the LOGIS system, Manage flow of information and documents in the office. Tracking and record keeping of flow of documents.

ENQUIRIES APPLICATIONS : Mr. SP Nxumalo Tel No: (031) 314 7231

FOR ATTENTION : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.
Ms NS Nxumalo

POST 25/122 : **PROCESS CONTROLLER: WASTEWATER TREATMENT PLANT OPERATOR: WORKSHOP REF NO: 2022/256**
(Re-Advert)

SALARY CENTRE REQUIREMENTS : R147 459 per annum
Kimberly Regional Office
Grade 10 (or NTC I); plus [a] Operators Certificate; or NQF level 3 Qualification in Water/Process control with the core Unit Standard; or Appropriate N2/above certificate in water/ process control. Valid driver's license.

DUTIES : Screen and strain incoming raw wastewater. Monitor and record raw wastewater inflow rate. Regularly rake the coarse solids from screens. Remove the grit from chambers. Properly dispose the screenings and grit. Skim off scum from the surface of the tanks. Pump the wastewater for further processing.

ENQUIRIES APPLICATIONS : Ms. A Xentsa Tel No: (053) 838 5345
kimberly regional office applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms. NJL Hlongwane

POST 25/123 : **PHOTOCOPIER OPERATOR: REGISTRY REF NO: 2022/257**
(Re-Advert)

SALARY CENTRE REQUIREMENTS : R104 073 per annum
Cape Town Regional Office
A Senior certificate/Grade 12 with relevant working experience in central Registry. Knowledge of Operation of machinery and tools. Departments procurement processes and the Occupational health and safety Act. Knowledge of records/ documents and invoice management. Operation of heavy duty photocopying machine. Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Customer care and Client orientation skills. Computer literacy. Liaison skills, Interpersonal Skills. Telephone etiquette. Operation of heavy duty photocopying machinery Safety conscious, hardworking, trustworthy, punctuality, accuracy.

DUTIES : The successful candidate will be responsible for the provision of management support service with regards to document request of heavy duty bulk photocopying and binding, shredding and laminating documents as requested. Ensure that all documents have been neatly bonded, stamped accordingly. Provide bulk shredding and messenger services. Perform any other administrative tasks as per instruction of the supervisor.

ENQUIRIES APPLICATIONS : N Ntunja Tel No: (021) 402 2095
Applications Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground

floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION : Ms. C Rossouw

POST 25/124 : **CLEANERS REF NO: 2022/258 (X4 POSTS)**

SALARY CENTRE : R104 073 per annum
 : Polokwane Regional Office
 : Thabazimbi Magistrate Court (X1 Post)
 : Dzanani Magistrate Court (X1 Post)
 : Thohoyandou Magistrate Court (X1 Post)
 : Thohoyandou High Court (X1 Post)

REQUIREMENTS : ABET level 3 / or Grade 10 certificate. (A senior certificate/ Abet Level 4 will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.

ENQUIRIES APPLICATIONS : Mr. M.P. Morudu Tel No: (015) 291 6386
 : Polokwane Regional Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane, 0699.

FOR ATTENTION : Mr. NJ Khotsa

POST 25/125 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2022/259**

SALARY CENTRE : R104 073 per annum
 : Port Elizabeth Regional Office

REQUIREMENTS : Grade 10 or standard 8, ABET level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.

ENQUIRIES APPLICATIONS : Mr. Z. Nqana Tel No: (041) 408 2356
 : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms S Mafanya